

PADDLESAFE EVENTS

This guidance sheet outlines what event organisers should be considering with respect to Safeguarding and Protecting at events run in England and Wales.* Many of the events in canoeing are organised by clubs who have adopted the BCU's Child Protection Policy, and most of the participants will be members of those clubs. However, there is still a need for organisers to ensure they have demonstrated a "duty of care". In addition at some events there will be participants that are not members of the BCU or a club and are unaware of our policies and procedures. *(For events held in Scotland please refer to the SCA Child Protection Policy and procedures.)

Safeguarding

It is the responsibility of anyone working with children or providing a service for them to commit to safeguard and promote the welfare of those children. Should an allegation arise at an event, or any individual witness an act of abuse during the course of the event, *which is not appropriately acted upon*, the organising committee could be in breach of this duty.

Event Coordinator/ Organiser

The event coordinator's/ organiser's core responsibilities with respect to Child Protection are to;

- Promote the Event Welfare Plan
- Recruit an Event Welfare Officer
- Aim for best practice, but at least ensure that minimum standards are met, i.e. in terms of recruitment, selection and training of staff

Event Welfare Officer

Each event should have a nominated person to undertake the role of Event Welfare Officer. In many cases this will be the organising club's Club Welfare Officer. There should be one Welfare Officer per 100 youth participants (under 18). They are responsible for;

- Child welfare
- Providing the Event Welfare Plan
- Child protection and safety at the event
- Duty of care to participants and to all involved in the organisation

Event Child Protection Statement

The event organising committee should adopt the BCU Child Protection Policy and publish a statement or policy confirming their adoption of, or commitment to Safeguarding and Protecting. This must be easily available to participants, volunteer helpers and clubs and may be sent out with entry forms or available on the event website. The Statement might read:

The Organising Committee of [event] believe that the welfare and wellbeing of all children is paramount. All children, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

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A welfare officer for the event will be appointed and will act as the point of contact for any concerns or allegations. Their contact number will be displayed throughout the duration of the event.

The Event Welfare Plan

When developing the Event Welfare Plan consideration should be given to the size and potential risk with that particular event. This might be done as part of the overall risk assessment for the event. Then all reasonable steps should be taken to address the risk including the following.

1. **Contact details** - There should be a clear, brief notice at a point where participants are most likely to see it, giving a contact number or location for the following with a brief explanation of the event reporting procedures for such concerns. If the Event Welfare Officer is not well known then it is good practice to have a picture of them with their contact details:

For incidents contact the Event Welfare Officer

Name, picture, mobile number and/or where they can be located.

Other Contact details:

Event Organiser: mobile and location

The BCU Child Protection Officer - Tel 0777 570 7364

24 Help Lines - NSPCC 0800 800 5000

The local police – telephone number

2. Ensure there is a clear **reporting structure** for any child protection concerns raised. The first point of contact should be the event welfare officer. They should ensure that the correct reporting procedure is followed based on BCU Guidelines.
3. All participants and individuals attending the event abide by the Rules of the event and by good sportsmanship. Clear codes of conduct should be published - this might be the BCU **code of conduct** or one adapted for the event. Suitable codes could include participants, coaches, volunteers, parents and guardians.
4. **Appropriate Medical provision** should be available whilst the event is being run. Outside of this time, those at the venue should have available contact numbers for the local hospital or doctor's clinic. In an emergency, you can always contact **999**. This could be made available on the same poster as the welfare officer details or in the event programme.
5. It is important for everyone to be aware of the **Security** of young people on site. This in particular should be the role of the Team Leaders and parent/ carer to ensure people are not given free access to young people. In addition the Event organiser may brief appropriate volunteers to be vigilant and report anything suspicious such as someone taking photos in the changing area, someone unknown/ suspicious hanging around.
6. Appropriate procedures for **missing participants** should be thought through and communicated to volunteers.

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7. Where staff and volunteers have unsupervised contact with children at the competition, the Committee must consider who needs to be vetted including **Disclosure checks**. These decisions including reasons for not vetting an individual should be documented. If any volunteer working for the event has a supervisory role over children, or are working unsupervised in the changing rooms when juniors are present, they must be vetted.
8. You should ensure that all staff and volunteers who provide services to the event are aware of the BCU's or Home Nation Child Protection Policy.
9. **Photography** is a difficult issue for events as they often take place in areas with open public access and may cover considerable distances. The Organising Committee should consider the advice given in the BCU Guidelines for Photography and brief volunteers on how to respond to any inappropriate photography they may witness. Remember that to publish any photos of children you must have parental/ carer consent. For professional photographers you should consider registration and issue an identification badge or tag.
10. Anyone who holds **personal contact details** of children, whether participants or volunteers, should undertake a disclosure check.
11. A **complaints/ disciplinary procedures** should be in place and implemented for participants and staff working at the event.

Further information can be found in the NSPCC publication "Safe Sports Events."

Safeguarding Check List

Issue	Action	Note
Who is responsible for welfare issues?	Appoint Event Welfare officer – ideally utilise Club Welfare Officer	Make sure volunteers and those working the event know who their Welfare Officer is and how to contact them
Awareness	Publicise Event Welfare Plan on website, year book or with entry form/confirmation. Circulate plan to volunteers	Make sure contact details are published and available at the event (use Paddlesafe Poster).
Medical provision	Ensure medical team are briefed on welfare issues	Copy of welfare plan
Appropriate level of security	Brief volunteers/staff etc	Organising committee responsibility
Missing persons	Have an appropriate procedure eg report to event registration desk.	Brief all volunteers on procedures
Access to young people or their contact details	Anyone undertaking supervisory roles or with access to young people's contact details should undertake an enhanced disclosure check.	Briefing on welfare issues; make available a copy of the BCU or Home Nation Child Protection Policy
Photography	Brief volunteers and local press. Include statement in event information. Consider how to register those wishing to video/ use cameras.	Make available a copy of the BCU recommendations on photography to volunteers and participants.

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Training Requirements & Safeguarding Checks for Event Staff *

Event Staff relates to all individuals involved in that event- whether paid or volunteer

Staff	Roles & Responsibilities	CRB check Self Disclosure	Child Protection Awareness training*
Welfare Officer (1 per 100 participants)	Responsibility for implementation of event welfare plan	Yes	Safeguarding and Protecting Children (or equivalent) Time to Listen workshop or equivalent
Event staff in direct contact with participants under 18		Yes	Basic awareness training** or briefing by Welfare Officer
All event and support staff not in direct contact	Responsible for servicing the event	Must ensure no unsupervised contact with participants – complete BCU On Line Child Protection Awareness training.	
Drivers		Yes	Suitable, valid driving licence; relevant insurance

**Those with unsupervised contact should attend the Sports Coach UK Safeguarding and Protecting Children workshop or equivalent. Those with supervised contact should complete the BCU On line Awareness course (due to be launched early in 2009).

(With acknowledgements to the NSPCC Safe Sport Events (2003) and the ARA guidelines)

The following documents are templates to support this Guidance sheet:

Event Organiser Responsibilities

Event Welfare Officer – Role Description

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EVENT ORGANISER RESPONSIBILITIES

The Event Organiser is responsible for ensuring that all reasonable steps have been taken to provide a safeguarding environment for children. This includes child welfare, child protection, health and safety matters and the duty of care towards the participants and those involved in the organisation of the event.

Core Responsibilities

- To ensure that the child protection policy and procedures are in place.
- To ensure there is an Event Welfare Plan and manage the implementation of the Plan with the Event Welfare Officer.
- To ensure that minimum standards are met as identified in the Welfare Plan – in particular with respect to selection and vetting of all event staff and appropriate child protection training for all event staff.
- Ensure that all event staff understand and adhere to the Welfare Plan.

To meet these responsibilities the Event Organiser is responsible for ensuring:

- The appointment of an Event Welfare Officer who has been vetted and with the appropriate training to support their role. (The Welfare Officer should not already have a high level of responsibility within the Event Team as this would make them insufficiently accessible throughout the event.) Where there are more than 100 youth participants then additional Welfare Officers for each 100 youth participants should be appointed.
- Appropriate recruitment and screening procedures for all Event Staff are undertaken.
- A risk assessment of the site/facilities has been undertaken prior to the event and any issues reported with appropriate measures identified.
- The guidance for Paddlesafe events is followed including the implementation of procedures outlined in the Safety Check list.
- That Codes of Conduct are in place and that all participants and event staff have signed up to the Codes of Conduct that are relevant to them.
- All Children at the event have an identified person acting in “loco parentis” for the participants at the event.

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EVENT WELFARE OFFICER JOB DESCRIPTION

The Event Welfare Officer (EWO) is responsible for acting as a source of advice about safeguarding and protecting children, promoting good practice and for co-ordinating action on receipt of any concerns or referrals.

1. Core Tasks

- To develop a Welfare Plan for the event and provide general information and advice on child protection to the Event Organiser/committee to promote a child focus.
- To ensure that the Event Organisers adopt and follow the BCU Child Protection Policy and Procedures and promote awareness of the BCU Codes of Conduct and Paddlesafe documents (or relevant home nations policies and procedures).
- To assist the Event Organiser to implement appropriate recruitment and screening procedures.
- To be a confirmation signatory, verifying the identity of individuals completing disclosures
- To receive information from Event Staff, children or parents and carers who have child protection concerns and record them.
- To follow the BCU/Home Nation Responding and Reporting Concerns flow chart and to ensure that the referral is confirmed in writing.
- To advise the Event Organiser about appropriate training opportunities for Event Staff based on the BCU/Home Nation Recommended Training Requirements.

2. Knowledge

- Contact details for the local Police and Children's Social Care Services, the role of the Local Safeguarding Children's Board (LSCB), and BCU/Home Nation Child Protection contact details.
- Knowledge of the BCU/Home Nation Child Protection Policies and Procedures and the requirement to safeguard and protect children in sport
- Awareness of Equity issues and Child Protection
- Understanding of poor practice and abuse – behaviour that is harmful to children